West Bengal

Budget: During the year under report there was no separate budget provision for the State Archives of West Bengal in the non-plan sector. Expenditure on the non-plan items i.e. expenditure on account of Establishment etc. was not from the total grant allocated to the Education Department as a whole.

Record Management: The work of appraisal of records of the various departments of the West Bengal Secretariat continued. During the period under report 4,629 files of the Home [Appointment political and Jails (1941)] and Finance & Agriculture Department (1941) were appraised, out of these, 1,180 files were found fit for permanent retention.

Research and Reference: 104 research scholars from different universities and research institutions were given facilities for research in the State Archives. Of them 12 scholars were from foreign universities and research institutions.

204 queries on records from private agencies/ individuals were attended to and 1,067 requisitions for records received from various secretariat departments were compiled with. These apart 15,222 proceedings volumes, original consultations and indexes were consulted by the research scholars and the various Secretariat departments in the Miscellaneous Reference Sections of the State Archives.

Reference Media: As reported last year the work of preparation of the Press Lists of the records of the Revenue Department from 1785 onwards of the Board of Trade

Commercial from 1,777 onwards and of the Descriptive Lists of the Records of the Revenue (Judicial) Department from 1790 onwards is in progress. In order to prepare consolidated Index to the records of Post-Mutiny period (i) 2,781 index slips to the records of Home(Police) Department, 1943 were prepared; (ii) Printed indexes to the records of Home (Special)Department, 1913 were corrected; and (iii) 3,054 index slips to the records of Home (appointment) Department, 1943 to 1975 were arranged.

Publication Programme: Three publications were brought out by the Department during the period under report: (a) Press List of Documents relating to the Governor-General of Bengal in Council preserved in the West Bengal State Archives, Series I - Revenue Department, Volume XII - 9 January to 17 December 1784; (b) Administrative Report of the State Archives of West Bengal, 1965-71; and (c) Guide to the Records in the State Archives of West Bengal Part II; 1859-1947.

Preservation of Records: 28,635 brittle and damaged pages of proceedings volumes of different authorities were repaired with tissue and glassine papers 228 proceedings volumes rebound, 170 proceedings volumes and 900 files fumigated and 800 maps were similarly treated in the thymol chamber.

Photo-duplication: The State Archives does not have its own microfilming unit. In June 1975 the State Archives initiated the project of microfilming the records kept in its custody by an outside agency and the proceedings volumes of Judicial Department from 1859 to 1875 were microfilmed.

Library: 105 volumes were acquisitioned during the year.

Advisory work and Inspection: At the request of the Registrar (Original Side), Calcutta High Court, the Director of Archives visited the record room of the High Court and the Asiatic Society, Calcutta and advised on matters relating to the preservation and maintenance of old Court records. The Department also provided facilities to a nominee of the High Court to be acquainted with the methods of repair and rehabilitation of records. Both the institutions, it may be mentioned, have taken steps along the lines suggested by the Director.

PAPER NO.III

LIST OF ACCESSIONS:

Public Records, Private Papers, Microfilm Copies and Pre-1900 Publications,

1975-76